

**STANDING POLICIES  
CENTRAL ILLINOIS EMMAUS COMMUNITY**

PURPOSE OF POLICIES: To outline procedures and structure of the Central Illinois Emmaus Board providing a timeline of duties performed.

TEAM SELECTION POLICY

1. The Team Selection Committee (TSC) shall be comprised of the TS Chairman, the Community Spiritual Director, and two members appointed by each community representative. Ideally, one member would be a man and the other a woman to assist in working from the men's and women's team service lists. Terms of those two members will be two years with terms to be staggered, i.e., term of one will end each year. If neither of the persons chosen by the community rep can attend a TSC meeting, the community rep or his/her designee will attend. The Chairman of the TSC shall be an at-large member of the Board, appointed by the Community Lay Director annually in September. When a new chairperson is appointed, the outgoing chairperson will mentor the incoming chairperson throughout the first 6 months, even if outgoing chairperson's term on the board is expired.
2. A database of individuals is to be maintained by a resource person selected by the TSC and approved by the Board. The database shall include all pertinent information. New pilgrims shall be added to the Team Selection list after 1 set of Walks has passed.
3. The TSC is responsible for determining what individuals are eligible to be on the call list. The TSC shall consider the following in deleting a name from the Team Selection call list:
  - a. Individual living in a state other than surrounding states should be omitted.
  - b. Individual may serve on a CIE team only once in any calendar year (January 1 through December 31), with the exception of Clergy and musician. If a person serves as a Lay Director, he/she may not serve in any other capacity that same calendar year, including Board Advisor.

The resource person shall prepare one (1) copy of all the Team Selection lists each year to be given to the Team Selection Chairman. The TSC will work from this copy to provide a list of potential team members to the Lay Directors who will be calling teams during that year.

4. BOARD ADVISOR – The Board Advisor shall be appointed by the Community Lay Director with approval of the Board and preferably be a member of the Board. If no current board member is able to serve, a past board member or past lay director should be asked.
5. LAY DIRECTOR – The Board of Directors shall elect a Lay Director for each weekend. LDs should be persons who have successfully served as per Team Selection Structure and Guidelines. A list of eligible LDs shall be provided to the Board prior to the April Board meeting. At the April Board meeting, LDs should be nominated for the following year. The Board of Directors at a regular meeting will nominate at least fifteen (15) persons for LD. After sufficient time is given for each nominator to briefly present and support his/her candidate, a short period of silent prayer shall be observed, followed by secret balloting for the LD. Voting may be for one(1), two (2) or three (3) candidates. The first person on the ballot will receive seven votes; the second person three (3) votes; and the third person, one (1) vote. The person receiving the second most votes will be placed in second position, etc. This process should continue until the Board has twelve (12) choices

for the men's and the women's list. The Community LD will contact the elected persons in that sequence until an individual has agreed to serve for each walk for the year.

6. WEEKEND SPIRITUAL DIRECTOR – The Spiritual Director for each walk shall be selected by the Community Spiritual Director (CIESD) from the list of eligible clergy with approval of the CIE Board.
7. ASSISTANT SPIRITUAL DIRECTORS – Assistant Spiritual Directors for each walk shall be selected by the Weekend Spiritual Director from the list of eligible clergy, as identified by the TSC.
8. The schedule for team meetings is to be developed by the Lay Director, Board Advisor and Spiritual Director at the leadership meeting with the TSC (normally held in September). Only in extenuating circumstances should this schedule be altered and only with the approval of the Board. The TS Chairman shall meet with the Board Advisor and Lay Director at least 45 days before the Orientation date for the team.
9. Team members shall be selected from the lists provided by the TSC. If a Lay Director would like to ask someone not on the list to serve, a request must be submitted to the TS Chairman for approval. Any exceptions to team selection must be approved by the TS Chairman, not the Board Advisor or Spiritual Director.
10. Every effort should be made to ensure that each Team is composed of a geographical and denominational mixture.
11. Team selection will maintain a list of Past LDs who have indicated a desire to serve on teams.
12. Attendance at all Team Meetings and the entire weekend is expected. The call should be withdrawn if an individual cannot make a commitment to faithfully attend all meetings. If unexpected absences arise, the LD and/or SD with the BA shall evaluate if the Lord's work can be served better by replacing the individual with someone who has already served in that capacity. Attendance at orientation is mandatory for all team members. First-time team members not in attendance will be replaced. Continued service on the team by team members with prior experience, not in attendance, will be at the discretion of the Board Advisor, LD and TSC.
13. The Weekend BA, LD, ALDs, SD, ACL and musician shall prepare evaluations on the team. These evaluations will be collected by the BA and submitted to the TSC for review. Any discrepancies will be handled by TSC guidelines. Team members should be made aware of the evaluation process during the orientation/team training process.
14. Anyone who served in another Emmaus-like retreat weekend will be granted one team service experience.

## TEAM SELECTION STRUCTURE AND GUIDELINES

### LAY POSITIONS

### REQUIREMENTS

Board Advisor	<ul style="list-style-type: none"><li>-Appointed by the CIE Board</li><li>-Should be an active member on the CIE board. If there are not enough BAs for the year, a PLD or past board member could be used.</li> <li>- If a past Board member or past lay director acts as BA, he/she must meet with the CLD or his/her designee to be updated on current Board policies regarding team training issues.</li></ul>
Past Lay Directors	<ul style="list-style-type: none"><li>- May serve in any position below excluding LD</li><li>-May have a total of 2 PLDs on each team in any position except lay director (BA does not count).</li></ul>
Lay Director	<ul style="list-style-type: none"><li>-5+ team experiences from position below.</li><li>-Must have 2 team experiences as an assistant.</li><li>-LD may serve once in this position</li><li>-LD will give the Perseverance talk</li></ul>
Assistant Lay Directors	<ul style="list-style-type: none"><li>-There will be 3 ALDs per team</li><li>-One of the 3 assistants will give Priorities. One will give 4<sup>th</sup> Day</li><li>-One Assistant will be a first-time assistant</li><li>-Should have at least 3-4 conference room team experiences</li></ul>
Speakers	<ul style="list-style-type: none"><li>-Speakers will be table leaders</li><li>-Will give Priesthood, Piety, Study, Christian Action, Discipleship, Changing Our World, or Body of Christ</li></ul>
Musician	<ul style="list-style-type: none"><li>-Must have at least one conference room team experience before being a musician</li><li>-Should be encouraged to serve in other positions and move up the ladder towards LD</li><li>-May serve in this position more than one time but it will not count as advancement in team service; only the first team experience will count</li><li>-Musician may also be a speaker</li></ul>
Assistant Table Leader	<ul style="list-style-type: none"><li>-First time conference room team experience</li></ul>

No person should repeat any position until after they have served as LD except in emergency/last minute situation, to be approved prior to the weekend by the TS Chairperson.

Service on a conference room team must be preceded by one or more week end background services.

BACKGROUND SERVICE INCLUDES:

Agape Team

The Weekend Agape Team Coordinator shall be selected from a list of five (5) persons identified by the Board Agape Committee. These people will be experienced Emmaus team members. The Weekend Agape Team Coordinator will be called by the Board Agape Chairperson.

An additional fifteen (15) persons who have not served on the Agape Team shall be identified by the Board Agape Committee. From this list, three persons shall be called by the Weekend Agape Team Coordinator.

Prayer Team

The Weekend Prayer Team Coordinator shall be selected from a list of five (5) persons identified by the Board Prayer Committee. These people will be experienced Emmaus team members. The Weekend Prayer Coordinator will be called by the Board Prayer Chairperson.

An additional fifteen (15) persons who have not served on the Prayer Team shall be identified by the Board Prayer Committee. From this list, three persons shall be called by the Weekend Prayer Team Coordinator.

Facilities Team

The Weekend Facilities Team Coordinator shall be selected from a list of five (5) persons identified by the Board Facilities Committee. These people will be experienced Emmaus team members. The Weekend Facilities Team Coordinator will be called by the Board Facilities Chairperson.

An additional fifteen (15) persons who have not served on the Facilities Team shall be identified by the Board Agape Committee. From this list, three persons shall be called by the Weekend Facilities Team Coordinator. These team members will be expected to be at the Walk site for the entire weekend.

Additional Facility team members may be identified to assist with set up on Thursday and clean up on Sunday.

Kitchen/Food Service

The Weekend Kitchen/Food Service Team Coordinator shall be selected from a list of five (5) persons identified by the Board Kitchen/Food Service Committee. These people will be experienced Emmaus team members. The Weekend Kitchen/Food Service Team Coordinator will be called by the Board Kitchen/Food Service Chairperson.

An additional fifteen (15) persons who have may or may not have served on the Kitchen/Food Service Team shall be identified by the Board Kitchen/Food Service Committee. From this list, Five (5) persons shall be called by the Weekend Kitchen/Food Service Team Coordinator.

At least one of the team members must be an Illinois Certified Food Handler.

## MATTERS OF DISCIPLINE POLICY

**PURPOSE:** To retain integrity of the movement while providing the most open forum for the ministry of the Holy Spirit in what has always been a highly structured format.

As an ecumenical movement, it is necessary to follow a biblically based path of discipline and restoration to govern areas of dispute within the movement. The weekends are highly structured with a straightforward non-denominational gospel message, and that must be protected from those with “personal agendas” no matter how sincerely held. In areas not crucial to the message of the Gospel and where men and women may draw different conclusions biblically, those differences can be acknowledged without taking sides or calling for action, and we can concentrate on where we can agree. Examples might include beliefs as to communion elements and/or baptism.

Team service and any ministry within Central Illinois Emmaus (CIE) is to be considered a privilege to be earned and not a right conferred by completing a weekend. Evaluation by the TSC of both lay and clergy will be used to recommend further team service at each step of the process. Personal likes and dislikes are not to be a part of the selection process, but both spiritual walk and growth of the individual along with willingness to be submitted and committed to the Weekend, is paramount.

The authority of the weekend is the Board whose representative is the Weekend Board Advisor (BA). He/she is both the liaison between the Board and the team training process as well as the Board and the Weekend. While the BA should be basically invisible on the Weekend, the BA has the full authority of the Board at his/her disposal, even to include discontinuation of the Weekend after consultation with the Central Illinois Emmaus Community Lay Director (CIECLD) and/or the Central Illinois Emmaus Community Spiritual Director (CIECSD). Redress against a BA should be made at the highest level, which is the Board. The BA is to carry out the dictates of the Board.

The CIE Board of Directors will appoint a qualified person to conduct an Orientation meeting for the Weekend teams. For each set of Walks, the men’s and women’s teams will meet together for their Orientation. The BA will be responsible for the ongoing team training to be done during the team meetings.

On the Weekend, the Weekend Lay Director (LD) is the authority in partnership with the Weekend Spiritual Director (SD) who consults in spiritual matters, under the authority of the BA. The actual mechanics of the Weekend are under the direction of the Assistant Lay Directors (ALD).

There is no room for openly challenging the governing authority during training or the actual Weekend. If questions arise they can be handled in private. Abortion, female clergy, sexism, (feminism/male superiority), and “alternate lifestyles” as defined by the world are not appropriate platforms for an Emmaus Weekend any more than form of baptism, differences in communion practice or denomination preference would be appropriate. Other inappropriate actions would include but are not limited to: selecting team members outside of the guidelines, announcing that you are to be Lay Director before the prior Lay Directors have completed team selection, refusing to modify a talk following a preview where major changes have been called for by the weekend authority, or not fulfilling the commitment to team training. Team members who are given these guidelines during orientation and ongoing team training but who willfully fail to comply, give up the privilege to be called again for team service.

During a weekend or team meeting, the Weekend LD and SD will take the first step to confront problems using the Weekend BA in a consulting role. If not resolved at that level, the situation will be taken to the 2<sup>nd</sup> ACLD,

CLD and/or CSD depending on availability and situation for resolution. The resolution will be communicated to the TSC for future reference.

If the offense occurred at a community-wide service such as Anointing Service, Apostolic Hour or Closing, the authorities will be the CIECLD and CIECSD.

### **CHRYSALIS**

The Chrysalis experience should be viewed no less an authentic experience than an Emmaus Walk, therefore:

Butterflies should be encouraged to attend and participate in local gatherings and rushes.

Butterflies should be encouraged by the Emmaus Community to form and actively participate in reunion or accountability groups.

Butterflies that have a desire to support the Emmaus Community at Candlelight or Closings will be welcomed by the Community.

Butterflies that reach the age of 18 will become eligible for Emmaus teams and board Membership, subject to the policies governing team service and board participation.

### **OTHER GENERAL POLICIES**

AGAPE	A formal policy of AGAPE is given to each candidate on the Walk in their take home packet.
Applications for Married Couples	The Registrar will not accept an application from a married person without the spouse's application. Exceptions may be made by the Community Spiritual Director in consultation with the applicant's Pastor/Minister.
Attendance in Conference Room	Except in the case of an emergency, attendance in the conference room during talks, posters, presentations, and discussion is limited to team members and candidates.
Baptisms/Tracts	No baptisms are to be allowed on Weekends. Persons desiring such are to be directed to their own clergy and church. Also, no tracts are to be allowed in the agape sacks or used as pillow Agape.
Book Table Contents	The Book Table shall contain only Christian materials and books for Christian study or Christian CDs, DVDs and tapes.
Candidate Application Priority	Married couple applications shall be given preference over applications from single people (see also Singles Waiting List). All applications from single people will be considered in sequence of receipt.

Candidate Registration	To enable Walks to be organized prior to the last minute, it is the general policy that no new applications be accepted for an upcoming walk after Friday prior to the Walk. If a candidate doesn't cancel by the Monday night prior to the weekend and is a "no show" on the Weekend, the deposit will not be refunded but the candidate's application will be returned to the sponsor who will be asked to resubmit it with a new deposit when that person is able to attend. If a candidate cancels by Thursday prior to the anointing, the sponsor/payer will have the choice of a full refund of the registration fee or the opportunity to apply this money toward another candidate of their choice.
Emergency Team Selection	In an emergency, the TS Chairperson has the authority to select a past Team member to fill a vacant team position. If needed, the CLD will appoint an Asst. TS Chairperson to handle emergencies in the absence of the TS Chairperson.
Means of Grace Talk	Team meetings shall be structured in order to preview the "Means of Grace" talk in its entirety. First-time Weekend SDs must preview the Means of Grace talk before the Community SD and/or Assistant CSD. This may occur simultaneously with the team preview. A written manuscript of the Means of Grace talk will be submitted by a first-time weekend SD to the Community SD prior to the preview.
Music Songs	
"Sing Alleluia"	This song will be sung before each talk except Priority.
Songs After Talks	There will be no songs sung after a talk. This allows the Pilgrims quiet reflection after the talk without interruption.
"DeColores"	"DeColores" will be sung in Spanish during Walks.
Grace Song	Attached to these policies is a copy of the "Grace" song for Walk to Emmaus. Any change must be cleared with the 2 <sup>nd</sup> ACLD.
Worship Music	Music chairpersons may use songs from sources covered by CCLI or in public domain the three liturgical services with permission from the Weekend Spiritual Director. A record of all songs used from the CCLI license must be kept for all Central Illinois Emmaus functions for reporting purposes.
Newsletter	The title of the Newsletter shall be <i>Walking On</i> . Chrysalis Material is sent with the CIE Newsletter which is sent digitally. Publicity chairperson does not need to be a board member.
Past Lay Director Musicians	Names of Past LDs who are musicians shall be added to the Team Selection List of musicians.

Pilgrim Sponsorship/Age	Pilgrims must be sponsored by a member of Emmaus, Chrysalis or other 4 <sup>th</sup> day community. Candidates must be at least eighteen (18) years of age.
Publication of Board Policy	Once the Board has taken action on a proposal, the board position may be announced in the Newsletter and published on the Central Illinois Emmaus Community Website.
Reimbursement for Weekend Spiritual Director/Lay Director	The Weekend LD and SD will not be asked to contribute to the cost of the weekend.
Team Attendance	Attendance is <b>mandatory</b> at Orientation, at all team meetings, at Anointing, and the entire Weekend. First time team members not in attendance will be replaced. Continued service on team by team members with prior experience, not in attendance, will be at the discretion of the BA, LD and the TSC.
Team Selection List	TSL is not to be given to any individual or group unless specifically approved by the CIE Board. It is only intended for use of the TSC.
Conference Room Team Size	The size of the conference room team is set at no more than twenty-seven (27) persons.